



Job Opportunity

State Controller's Office

Position: Information Officer II

Statewide

Location: Executive Office
300 Capitol Mall, 18TH Floor, Sacramento, CA 95814

Issue Date: June 8, 2007

Final Filing Date: June 22, 2007

Contact/Telephone:

Garin Casaleggio, (916) 323-6838

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer, or reachable on a certification list. Will consider downgrading position to the lower level classification.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-5595-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

We offer the opportunity for interested candidates to work in a traditional yet progressive public agency, constitutionally established to oversee the financial/fiscal health of the State of California. The selected candidate will function in a professional environment designed to provide the citizens of the State of California with efficient public service and help safeguard the use of public funds.

This office is a fast paced independent public office designed to oversee the disbursement and receipt of more than \$100 billion of public funds in a fiscally responsible manner and has responsibility and/or oversight of approximately 76 boards and commissions.

With general direction provided by the Assistant Director of Communications, perform difficult professional and technical assignments associated with the conduct of the State Controller's comprehensive communications program. Specific duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Plan, organize, direct, and evaluate press release information to insure correct data is being presented to the public;
- Consult with and advise the Director of Communications, Asst. Director of Communications, Chief of Staff, and/or the Chief Deputies of any issue or activity of public relations that may or may not incur negative or positive implications for the agency;
- Analyze programs administered by the State Controller's Office to identify the need to increase public information and/or develop strategies, techniques, and procedures for increasing public awareness;
- Prepare speeches and talking points in preparation for delivery by the Controller;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- Direct staff in the appropriate conduct of information released or proper procedures of the information program;
- Contact members or individuals of interested organizations such as the news media (radio, television, newspaper), legislators, community action groups, etc. to keep them informed of their areas of interest as it relates to office programs;
- Promote the use and knowledge of the Office of the State Controller's services.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

HUMAN RESOURCES

300 Capitol Mall, 6th Floor, Room 619

Sacramento, CA 95814

Attn: Sally Lim